



**TOWN OF KNIGHTDALE**  
**Request for Proposal #560-15**

*Cleaning Services*

The **TOWN OF KNIGHTDALE** invites Offers for *Cleaning Services* to be received until 4:00 p.m.(eastern daylight time using the Town Council Chamber Clocks) on June 5<sup>th</sup>, 2015, at the Town of Knightdale, 950 Steeple Square Court, Knightdale, North Carolina 27545. Submission can be emailed, faxed or hand-delivered before the deadline stated above.

Proposal of \_\_\_\_\_  
(Hereinafter called “**Offeror**”, organized and existing under the laws of the State of \_\_\_\_\_ doing business as (insert “a corporation”, “a partnership”, or as “an individual” as applicable) \_\_\_\_\_ to the **TOWN OF KNIGHTDALE**  
(Hereinafter called “**Town**”).

Offeror hereby proposes to furnish all materials, tool, machinery, equipment, apparatus, labor, and all means necessary to perform all work in connection with the *Cleaning Services* in accordance with this Request for Proposal, and at the prices stated hereinafter.

The undersign has carefully examined the site of this work, and has informed him/herself fully in respect of the conditions of the place where the work is to be performed, and has examined the scope of work and any general or special condition relating thereto.

Awarding of Contract

The contract will be awarded to the proposal offering the highest level of service and value to the Town including price and other factors. Town of Knightdale staff will evaluate individual submittals in context of the Respondent’s overall capabilities, experience and the information provided in each response. Consideration will be given to only those quotes received from contractors who are properly licensed, bonded, experienced in the class of work proposed and who can refer to similar janitorial maintenance projects of comparable magnitude and scope that are currently working on. All proposals shall include and will be evaluated on the following criteria, listed not necessarily in order of importance:

- Similar Accounts To The Specifications Of Work For The Town
- Estimated Time Per Site Per Week
- Resources And Equipment Designated For The Town’s Work Specifications
- How Many Workers Will Be Used Per location And Overall Town-wide

The Town also reserves the right to reject any and all offers and to waive informalities or technicalities as it may deem to be in its best interest.

Negotiating with Offerers

The informal bidding statute allows negotiation with bidders when all bids exceed “the funds available for the project.” In this case the Town may elect to negotiate with the lowest responsible offer or and make reasonable changes in the scope and specifications as necessary to bring the contract price within the funds available.

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Contact Brent Quick , 919-217-2214, with questions.

**Attachment - A**

Contractor provides all cleaning tools, cleaning chemicals and cleaning supplies to perform the following levels of janitorial services for the Town of Knightdale.

The Contractor shall provide Paper products; hand soap products scented urinal screens, air fresheners and trash can liners for the Janitorial staff to replenish dispensers throughout the town as products are used. Cleaning shall be completed between 6:00 p.m. – 7:00 a.m. (with some exceptions for afterhours meetings). Frequency of cleanings are listed on Attachment B

**See Attached Supply List.**

**Attachment – B**

**See Attached Cleaning Schedule**

**Attachment - C**

This contract will be for one year beginning July 1, 2015 through June 30, 2016.

**PROPOSED SUBCONTRACTORS (if applicable):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

State and License Number: \_\_\_\_\_

Type, extent, and dollar value of work to be performed:

\_\_\_\_\_

**Non-Conclusion Agreement**

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same materials, supplies, or equipment and is in all respects fair without collusion or fraud. I understand collusive bidding is a violation of state and

federal law and can result in fines, prison sentences, and civil damage awards. The bidder hereby makes an offer to **THE TOWN OF KNIGHTDALE** in accordance with the documents, including this Request for Proposal. The undersigned individual certifies that he or she is authorized to sign this offer.

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Date) (Month) (Year)

\_\_\_\_\_  
OFFICIAL LEGAL NAME OF BIDDER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME TITLE

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
TELEPHONE NUMBER FAX NUMBER

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WEB SITE ADDRESS & EMAIL ADDRESS

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FEDERAL I.D. NUMBER

**SPECIAL CONDITIONS**

1. References listed must be for *Cleaning Services* of comparable work performed. Please provide accurate, complete and up to date information. **Give three (3) references of firms in which you have provided cleaning services within the past three years**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Fax Number \_\_\_\_\_

Contract Period \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Fax Number \_\_\_\_\_

Contract Period \_\_\_\_\_

## Terms and Conditions

### 1. Suspension of Work

- a. The Town may notify the contractor in writing to suspend, delay, or interrupt all or any part of the work for such period of time as the Town may determine to be appropriate for the convenience of the **Town of Knightdale**, or for noncompliance with the contract requirements.

### 2. Licensing

- a. The contractor shall be properly licensed and bonded for this type of work. Proof of fidelity bonding for all contractor(s) employees will be required prior to recommendation of award and start date of the contract.

### 3. Insurance

- a. The contractor to whom the award is made shall maintain insurance not less than the following:

<u>Coverage</u>	<u>Minimum Limits</u>
Workers' Compensation	Statutory Limits
Employers' Liability	\$ 500,000
<i>General Liability</i>	<i>\$1,000,000 per occurrence (\$2,000,000 aggregate)</i>
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$1,000,000 per occurrence (\$2,000,000 aggregate)

- b. The TOWN OF KNIGHTDALE must be named additional insured and an original of the endorsement to affect the coverage must be attached to the certificate if by blanket endorsement, then agent may so indicate in the GL section of the certificate, in lieu of an original endorsement.

- c. **Worker's Compensation Insurance,**

- o Covering Statutory benefits;
- o Covering employees; covering owners partners; officers, and relatives (who work on this contract)
- o Employers' liability, any limit.

- d. **Insurance shall be provided by:**

- o Companies authorized to do business in the State of North Carolina
- o Companies with Best rating of A or better.

- e. **Insurance shall be evidenced by a certificate:**

- o Providing notice to the City of not less than 30 days prior to cancellation or reduction of coverage

- Certificates shall be address to  
TOWN OF KNIGHTDALE

Attention: PURCHASING AGENT

950 Steeple Square Court

Knightdale, NC 27545

- f. Both the insurance certificate and the additional insured endorsement must be originals and must be approved by the Town before the Contractor can begin any work under this contract.
- g. PLEASE SHOW THESE REQUIREMENTS TO YOUR INSURANCE AGENT TO PROVIDE YOUR COMPANY WITH A PRICE FOR THIS COVERAGE. NO EXCEPTIONS TO CHANGE THE COVERAGE WILL BE ALLOWED.
- h. Prior to execution of a contract the successful bidder will be required to provide a copy of its current Certificate of Insurance.

#### **4. Force Majeure**

- a. The Company shall not be excused from performance under this Agreement by virtue of force majeure events. The Company shall take sufficient to ensure that force majeure event (including but not limited to fire, flood, earthquake, hurricane, elements of nature, strikes, labor disputes, etc.) do not result in any failure or delay in the performance of the Company's obligations pursuant to these Agreements. Failure to comply with this provision will constitute a default under these Agreements, and grounds for immediate termination.
- b. Under the occurrence of a Force Majeure Event, the Contractor shall immediately notify the Town of Knightdale Public Works Department by telephone (to be confirmed by written notice within two (2) days of the inception of the failure or delay) of the occurrence of a Force Majeure Event and shall describe in reasonable detail the nature of the Force Majeure Event. If any Majeure Event prevents the contractor from performing its obligations for more than two (2) days, the Town shall have the right to terminate these Agreements by written notice to the contractor.
- c. Strikes, slowdowns, lockouts, walkouts, industrial disturbances and other labor disputes shall not constitute Force Majeure Events and shall not excuse the contractor from the performance of its obligations under these Agreements.

#### **5. EEO Provisions**

During the performance of this Contract the Contractor agrees as follows:

- a. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth these provisions.
- b. The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment with regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- c. The Contractor shall send a copy of EEO provisions to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding.
- d. In the event of the Contractor's noncompliance with these EEO provisions, the Town may cancel, terminate, or suspend this contract, in whole or in part, and the Town may declare the Contractor ineligible for further Town contracts.
- e. Unless exempted by the Town Council of the TOWN OF KNIGHTDALE, the Contractor shall include these EEO provisions in every purchase order for goods to be used in performing this contract and in every subcontract related to this contract so that these EEO provisions will be binding upon such subcontractors and vendors.

#### **6. Non-Discrimination Provision**

- a. "The TOWN OF KNIGHTDALE opposes discrimination on the basis of race and sex and urges all of its contractors to provide a fair opportunity for minorities and women to participate in their work force as subcontractors and vendors under Town contracts."

#### **7. Payment**

- a. The contractor is to forward a monthly invoice for services performed due to the Knightdale Accounts Payable office by 25<sup>th</sup> of each month - payment will be made by the 15<sup>th</sup> of the following month, provided the completed work has been satisfactorily performed.

#### **8. Work Inspection**

- a. The town will inspect the work within 2 days of the work being performed. If the town is dissatisfied with the work, the contractor will be notified via phone immediately upon such notification, the contractor has 1 day to correct the problem.

#### **9. Materials, supplies, and equipment**

Contractor shall furnish all cleaning materials, labor, cleaning equipment and cleaning supplies, along with all products (hand soap, paper products, and other as applies) necessary to perform all services outlined in this contract.

#### **10. Project Conditions**

- a. The Contractor shall provide a competent on-site supervisor for its employees/agents at all times. The on-site supervisor shall be capable of communicating in an understanding the English language.
- b. Protect existing utilities, paving, and other facilities from damage caused by landscaping operations.

#### **11. Uniforms**

- a. Contractor staff shall be in uniform at all times during performance of this contract. Shirts shall be uniform in appearance. T-shirts shall be acceptable.
  - o Shirts shall have business identification such as logo or business name.
  - o Pants shall be uniform in appearance both color and style.
  - o Tattered cut-offs for shirts or pants shall be unacceptable.
  - o Hats shall be at the discretion of the contractor.
- b. Contractor shall provide visible business identification on contractor's vehicles.
- c. A professional image must be portrayed at all times

#### **12. Permits, Certifications, Licenses**

- a. The contractor shall maintain all permits, certifications or licenses required by the Town of Knightdale or the State of North Carolina in order to provide contract services. Employees applying insecticides and herbicides on property covered by this contract must be certified applicators in accordance with applicable state regulations.
- b. The contractor shall promptly provide proof of certification or licensure upon request from the Town.
- c. Any and all chemicals used by the contractor must have a copy of the MSDS on site.

#### **13. Safety**

The contractor during the performance of this contract shall:

- a. Be responsible for the provision of competency and safety during all aspects of fulfilling this contract



- b. Comply with applicable OSHA standards
- c. Not expose any Town of Morrisville employee, location visitor/user or the general public to any unnecessary unsafe condition
- d. Be responsible for providing all necessary safety and personal protective equipment and insuring it is used by their employees.
- e. Report all injuries sustained on township property by employees or general public to the General Services Superintendent or designee.
- f. Be responsible for the safe operation and associated maintenance of equipment.
- g. Notify the Town's General Services Superintendent (or designee) of any damages to Town's property or property of others who are visitors on Town property.
- h. The Town retains the right to stop contractor or the contractor's employees from working to the extent necessary to protect Town employees or the public's safety.

**14. Additional Services:**

- a. Services or materials that are not listed in this contract shall be deemed additional services. Materials, additional cost, and scheduling will be negotiated between the contractor and the Town. Any modifications, corrections, or change orders by either party must be made in writing signed in the same manner as the original. The Town reserves the right to refuse payment for any work outside that authorized herein or pursuant to a duly approved amendment or change order.

**15. Damages**

- a. The contractor shall be responsible for any and all damages attributable to the contractor or their employees. This will include, but is not limited to, the improper performance of work by any employee or agent of the contractor for damages caused by that contractor or agent
- b. The contractor shall be responsible to report all contractor attributable damages to the General Services superintendent within one hour of the incident.
- c. The primary objective in handling contractor damages shall be the timely and competent repair of property to conditions as close to pre-existing conditions as possible. All repairs shall be approved by the General Services Superintendent (or designee) and performed without charge to the Town.
- d. The Town retains the right to correct unacceptable work performed by the contractor and to charge associated costs to the contractor. Time and materials will be billed at an average rate of pay for a Town employee and direct cost of materials.
- e. In cases where repair is not possible or pre-existing conditions cannot be reasonably attained, the Town retains the right to assess damages by appropriate methods and to charge the value of those damages back to the contractor.
- f. The contractor shall not be responsible for damages that are not attributable to the contractor such as vandalism or acts of God.

**16. Communications**

- a. The contractor shall be responsible to designate an individual to be a company liaison to provide information to the Public Works office
- b. The contractor will provide both an office number and an emergency contact number.

Attachement A  
Janitorial Maintenance

Space/Material	Supply List									
	Jumbo Toilet Paper Dispenser	Jumbo Double Toilet Paper Dispenser	Regular Toilet Paper Dispenser-Double Roll	Regular Toilet Paper Dispenser-Triple Roll	Regular Roll Dispenser	Multi-Fold Paper Towel Dispenser	Paper Towel Dispenser-Roll	Soap Dispenser Box	Soap Dispensers-Liquid No Box	Paper Towel (Kitchen) Roll
Town Hall	11					4		4		1
Recreation Center	11						4	6		
Knightdale Community Park	6						2	2		
Knightdale Station Park		14			7	4			8	
Knightdale Station Park Ampitheater						2		4		
Public Works			1			2				
Harper Park				2		2				
Track Out	1					2				
Chamber of Commerce					2					
K-Fit					2					2
Community Pool		2				2				
Fire Department					4	4		4		
Police Department	1				3	4		4		
Sum	30	16	1	2	18	26	6	24	8	3

# ATTACHMENT B

## Town of Knightdale Weekly Janitorial Schedule

Area: Town Hall

Week Of \_\_\_\_\_

Daily Cleaning Duties	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Restrooms</b>							
Clean, Sanitize all fixtures & horizontal surfaces	X	X	X	X	X		
Empty Wastebaskets/Change Liners	X	X	X	X	X		
Stock Dispensers	X	X	X	X	X		
Replace Air Fresheners	X	X	X	X	X		
Sweep Floors	X	X	X	X	X		
Mop Floors	X	X	X	X	X		
Clean Mirrors	X	X	X	X	X		
<b>Offices</b>							
Empty Wastebaskets/Change Liners	X		X		X		
Empty Recycling Baskets	X		X		X		
Dust	X						
Vacuum Carpet			X		X		
Clean interior windows			X				
<b>Common Areas (Hallways/Stairwells)</b>							
Clean & Sanitize Drinking Fountains	X		X		X		
Vacuum Carpet	X						
Sweep Stairwells	*X*						
Dust	X						
<b>Council Chambers</b>							
Vacuum Carpet	*X*						
Empty Wastebaskets/Change Liners	*X*						
Dust	*X*						
<b>Lobby</b>							
Sweep Floors	X		X		X		
Mop Tiled Area			X				
<b>Exterior</b>							
Pickup loose trash around exterior trash cans	X		X		X		
Take Exterior Trash Cans to Street	X						
****Take Exterior Recycling Cans to Street ****	X						
Return Exterior Trash & Recycling Cans to Bldg		X					

Town of Knightdale Weekly Janitorial Schedule

Area: Police Department

Week Of \_\_\_\_\_

Daily Cleaning Duties	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Restrooms</b>							
Clean, Sanitize all fixtures & horizontal surfaces		X			X		
Empty Wastebaskets/Change Liners		X			X		
Stock Dispensers		X			X		
Replace Air Fresheners		X			X		
Sweep Floors		X			X		
Mop Floors		X			X		
Clean Mirrors		X			X		
<b>DUI/Bathroom</b>							
Clean, Sanitize all fixtures & horizontal surfaces		*X*			*X*		
Empty Wastebaskets/Change Liners		*X*			*X*		
Stock Dispensers		*X*			*X*		
Replace Air Fresheners		*X*			*X*		
Sweep Floors		*X*			*X*		
Mop Floors		*X*			*X*		
Clean Mirrors		*X*			*X*		
<b>Offices</b>							
Empty Wastebaskets/Change Liners		X			X		
Empty Recycling Baskets		X			X		
Dust		X			X		
Vacuum Carpet		X			X		
Clean interior windows		X			X		
<b>Common Areas</b>							
Clean & Sanitize Drinking Fountains		X			X		
Mop Tiled Area		X			X		
Vacuum Carpet		X			X		
Dust		X			X		
Mop Back Bay Area		X			X		
Wipe Down back Bay Area Surfaces		X			X		
Check/Fill Soap Dispenser in Bay Area		*X*			*X*		
<b>Exterior</b>							
Pickup loose trash around exterior trash cans							

Town of Knightdale Weekly Janitorial Schedule

Area: Rec Center

Week Of \_\_\_\_\_

Daily Cleaning Duties	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Restrooms</b>							
Clean, Sanitize all fixtures & horizontal surfaces	X		X		X		
Empty Wastebaskets/Change Liners	X		X		X		
Stock Dispensers	X				X		
Replace Air Fresheners	X				X		
Sweep Floors	X		X				
Mop Floors					X		
Clean Mirrors			X				
<b>Offices 403/405</b>							
Empty Wastebaskets/Change Liners	X		X		X		
Empty Recycling Baskets	X		X				
Dust							
Vacuum Carpet			X				
Clean interior windows	X						
<b>Classrooms- 404/406</b>							
Empty Wastebaskets/Change Liners	*X*		*X*		*X*		
Dust			*X*				
Vacuum Carpet	*X*		*X*		*X*		
Clean interior door sidelights					*X*		
Clean Counter Tops and Sinks					*X*		
Check/Re-Fill Soap Dispensers	*X*		*X*		*X*		
Check/Re-Fill Soap Paper Towel Holders	*X*		*X*		*X*		
<b>Meeting Room - 407</b>							
Empty Wastebaskets/Change Liners	*X*		*X*		*X*		
Dust			X				
Vacuum Carpet	*X*		*X*		*X*		
Clean interior windows & door sidelights					*X*		
<b>Kitchen - 409</b>							
Empty Wastebaskets/Change Liners					*X*		
Sweep Floor	*X*				*X*		
Mop Floor	*X*						
Vacuum Carpet by Sink	*X*				*X*		
Wipe Down Appliances (Fridge/Stove/Microwave)	*X*						
<b>Pottery Room-408</b>							
Check/Re-Fill Soap Dispensers					*X*		
Check/Re-Fill Soap Paper Towel Holders					*X*		
Vacuum Carpets at entry to Room (2)			*X*		*X*		
<b>Common Areas (Lobby/Hall)</b>							
Clean & Sanitize Drinking Fountains	X		X		X		
Sweep Tiled Area			*X*		*X*		
Mop Tiled Area	X						
Dust	X						
Empty Recycling Bins			*X*		*X*		
<b>Exterior</b>							
Take Roll-Out Cans to Curb	*X*						
Pickup loose trash around exterior trash cans	X		*X*		*X*		

Town of Knightdale Weekly Janitorial Schedule

Area: Knightdale Community Park

Week Of \_\_\_\_\_

Daily Cleaning Duties	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Restrooms</b>							
Clean, Sanitize all fixtures & horizontal surfaces	X	X	X	X	X		
Empty Wastebaskets/Change Liners	X		X		X		
Stock Dispensers	X				X		
Replace Air Fresheners	X				X		
Sweep Floors	X	X	X		X		
Mop Floors	X						
Clean Mirrors	X	X	X	X	X		
<b>Exterior</b>							
Pickup loose trash around exterior trash cans	X		X		X		

Town of Knightdale Weekly Janitorial Schedule

Area: Knightdale Station Restrooms

Week Of \_\_\_\_\_

Daily Cleaning Duties	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Restrooms</b>							
Clean, Sanitize all fixtures & horizontal surfaces	X		X		X		
Empty Wastebaskets/Change Liners	X		X		X		
Stock Dispensers	X		X		X		
Replace Air Fresheners	X		X		X		
Sweep Floors	X		X		X		
Mop Floors	X		X		X		
Clean Mirrors	X		X		X		
<b>Exterior</b>							
Pickup loose trash around exterior trash cans	X		X		X		



Town of Knightdale Weekly Janitorial Schedule

Area: Public Works (Maintenance & Grounds buildings)

Week Of \_\_\_\_\_

Daily Cleaning Duties	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Restrooms</b>							
Clean, Sanitize all fixtures & horizontal surfaces		X			X		
Empty Wastebaskets/Change Liners		X			X		
Stock Dispensers		X			X		
Replace Air Fresheners		X			X		
Sweep Floors		X			X		
Mop Floors		X			X		
Clean Mirrors		X			X		
<b>Offices</b>							
Empty Wastebaskets/Change Liners		X			X		
Empty Recycling Baskets		X			X		
Dust		*X*					
Sweep Floors		*X*			X		
Clean interior windows		*X*					
<b>Common Areas</b>							
Clean & Sanitize Drinking Fountains		*X*			X		
Mop Tiled Area		*X*					
Dust							
<b>Exterior</b>							
Pickup loose trash around exterior trash cans							

Town of Knightdale Weekly Janitorial Schedule

Area: Harper Park Restrooms

Week Of \_\_\_\_\_

Daily Cleaning Duties	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Restrooms</b>							
Clean, Sanitize all fixtures & horizontal surfaces	X		X		X		
Empty Wastebaskets/Change Liners	X		X		X		
Stock Dispensers	X		X		X		
Replace Air Fresheners	X		X		X		
Sweep Floors	X		X		X		
Mop Floors	X		X		X		
Clean Mirrors	X		X		X		
<b>Exterior</b>							
Pickup loose trash around exterior trash cans	X		X		X		

Town of Knightdale Weekly Janitorial Schedule

Area: Track Out

Week Of \_\_\_\_\_

Daily Cleaning Duties	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Restrooms</b>							
Clean, Sanitize all fixtures & horizontal surfaces		X		X			
Empty Wastebaskets/Change Liners		X		X			
Stock Dispensers		X		X			
Replace Air Fresheners		X		X			
Sweep Floors		X		X			
Mop Floors		X		X			
Clean Mirrors		X		X			
<b>Common Areas</b>							
Clean & Sanitize Drinking Fountains		X		X			
Mop Tiled Area		X		X			
Vacuum Carpet		X		X			
Dust		X					
Empty Wastebaskets/Change Liners		X		X			
Empty Recycling Bins		X					

Town of Knightdale Weekly Janitorial Schedule

Area: Chamber of Commerce

Week Of \_\_\_\_\_

Daily Cleaning Duties	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Restrooms</b>							
Clean, Sanitize all fixtures & horizontal surfaces		X		X			
Empty Wastebaskets/Change Liners		X		X			
Stock Dispensers		X		X			
Replace Air Fresheners		X		X			
Sweep Floors		X		X			
Mop Floors		X		X			
Clean Mirrors		X		X			
<b>Offices</b>							
Empty Wastebaskets/Change Liners		X		X			
Empty Recycling Baskets		X		X			
Dust		X		X			
Vacuum Carpet		X					
Clean Interior windows				X			
<b>Common Areas</b>							
Clean & Sanitize Drinking Fountains		X		X			
Mop Tiled Area		X		X			
Dust		X		X			
<b>Exterior</b>							
Pickup loose trash around exterior trash cans		X		X			

Town of Knightdale Weekly Janitorial Schedule

Area: Pool Clubhouse

Week Of \_\_\_\_\_

Daily Cleaning Duties	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Restrooms</b>							
Clean, Sanitize all fixtures & horizontal surfaces	X				X		
Empty Wastebaskets/Change Liners	X				X		
Stock Dispensers	X				X		
Replace Air Fresheners	X				X		
Sweep Floors	X				X		
Mop Floors	X				X		
Clean Mirrors	X						
<b>Common Areas</b>							
Clean & Sanitize Drinking Fountains	X				X		
Empty Wastebaskets/Change Liners	X				X		
Empty Recycling Baskets	X				X		
Mop Tiled Area	X				X		
Vacuum Carpet	X				X		
Dust	X				X		
Wipe Down Kitchen Surfaces	X				X		
Clean interior windows	X				X		
<b>Exterior</b>							
Pickup loose trash around exterior trash cans	X				X		